Position ChartField Assignment/Update

This job aid is a step-by-step guide for agencies that need to assign or update ChartField values at the position level.

If the Agency is using field values on the Employment page of the employee's Job Record to define financial values navigate to the Employment page and update as needed. Those steps are not part of this job aid. See theHR351 New Hire Job Aid for navigation details and screenshots of the Employment page.

Note: The user will need the role of V_PY_BUDGET_PROCESSOR to have the required access to Add or Update ChartField values on a position.

This job aid does not include updating the Department Level Budget or the Budget rollover process.

Table of Contents

Assign ChartField Values to a Position

1. Navigate to the **Department Budget Table USA** page using the following path:

   Navigator > Setup HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

The **Department Budget Table USA** search page displays.

2. Click the **Add a New Value** button to add a ChartField value

The cleared screen is displayed.

3. In the **SetID** field, enter the **Business Unit** for the position

4. In the Fiscal Year field, enter the **Fiscal Year** the ChartField code is applicable

5. In the Budget Level field, click on the **down arrow** and select **Position**

6. In the **Position Number** field, enter the position number of the position to have a ChartField value assigned

7. Click the **Add** button

The **Department Budget Table USA** page is displayed.

8. Enter the **Budget Begin Date** (the budget year will always being as of 7/1 of the desired year

9. Enter the **Budget End Date** (the budget year will always end as of 6/30 of the desired year

10. Enter the **Offset Group** by selecting the look up icon. (this is a required field)

    Note: The Suspense Combination Code will default to the system date.

11. Change the **Suspense Combination Code Effective Date to** be the date this position was active. (the effective date MUST fall within the Fiscal Year entered in the Budget Begin and Budget End Date values)

12. Click the **ChartField Details** link to enter the Suspense Combination code to be used for suspense activity

13. Click the **Dept Budget Earnings** tab

The **Department Budget Table USA** page displays with the **Dept Budget Earnings** tab open.

14. Click the **Combination Code Description** tab in the **Earnings Distribution** section

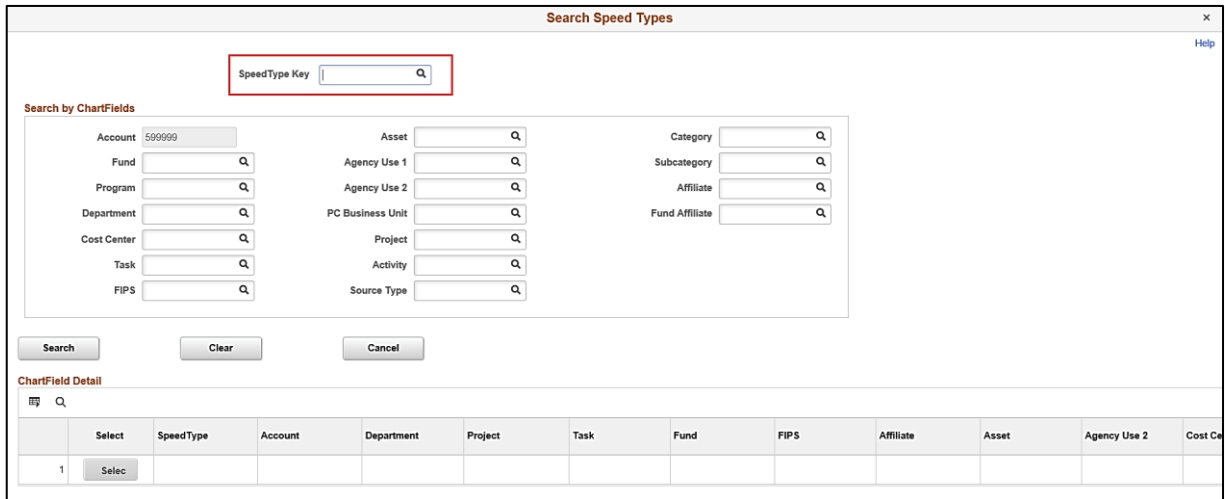The **Combination Code Description** tab displays.

15. Click the **ChartField Details link**
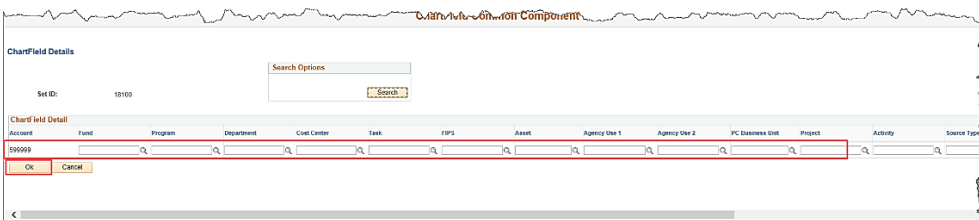
The **ChartField Details** fields display.

16. If the Agency is using SpeedType values click the search in the Search Options box. If the agency is not using SpeedTypes move to step 20

The **Search Options** box displays.

17. Enter the **SpeedType Key** and click search

18. Click the desired **SpeedType** values. Skip to step

The **ChartField Common Component** window displays and the fields are blank. (Except **Account** which defaults to **599999**.)

19. Using valid combination codes **enter the new ChartField codes**

    Note: If an invalid ChartField combination was entered, the user will receive a message indicating the combination is invalid

20. Click **Ok**

The following screen is displayed.

21. In the **Sequence Number** field enter 1

22. If additional funding is required click the **Add a row using the plus icon** and repeat steps 20 – 23. In the Sequence Number field enter the next sequential number. (In this example it would the user would enter 2)

23. If split funding is required, click the **Distributed tab**. If split funding is **NOT required** continue to **step 27** to **save** the action

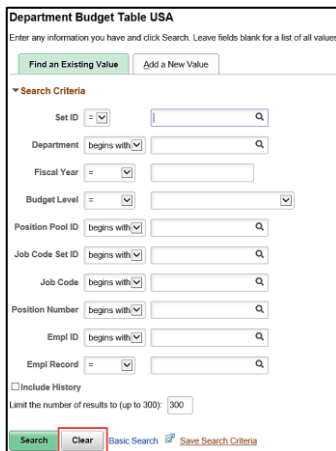The **Distribution** section is displayed.

24. For each Combination Code enter the percent to be charged in the % Effort field

25. Click the **Save** button
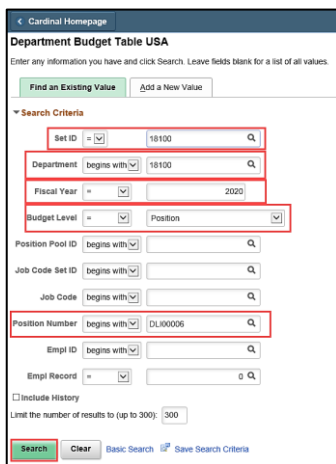
Update ChartField Values for a Position

1. Navigate to the **Department Budget Table USA** page using the following path:

    Navigator > Setup HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

The **Department Budget Table USA** search page displays.

2. Click the **Clear** button to remove any existing values in the search criteria fields

3. In the **SetID** field, enter the **Business Unit** for the position

4. In the **Department** field, enter the **Department** the position

5. In the **Fiscal Year** field, enter the **Fiscal Year** the ChartField code is applicable

6. In the **Budget Level** field, enter the budget level **Position**

7. In the **Position Number** field, enter the position number of the position to have a ChartField value assigned

8. Click **Search**

The **Department Budget Table USA** page is displayed.

9. Click the **Dept Budget Earnings** tab

The **Department Budget Table USA** page displays with the **Dept Budget Earnings** tab open.

10. Click the **Add** a row icon

A row is added.

11.   Click in the **Effective Date** field and select the new effective date. (The effective date MUST fall within the Fiscal Year entered in the Budget Begin and Budget End Date values)

12.   Click the **Combination Code Description** tab in the **Earnings Distribution** section

The **Combination Code Description** page is displayed.

13. Make the applicable update to the ChartField values. In this example a ChartField Combination is being deleted. If the ChartField values need to be changed click the ChartField Details and update as needed. Examples of this approach are in the Assign ChartField Value to a Position section of this document.

14. Click the **minus icon** to delete the row that is no longer applicable

15. Click on the **Distributed tab** to update the percentage that will be charged

The **Distributed tab** is displayed.

16. Enter the new percentage to be charged to this account by placing the cursor in the **% Effort** field and entering the percentage. (The percentage will need to equal 100)

17. Click **Save**

    Note: The ChartField values are saved applicable on the new effective date.